



RCC WORK STUDY JOB OPENING - 2022 - 2023
HOURLY WAGE: \$15.00
SEMESTER(s): Fall 2022 and Spring 2023

JOB TITLE:

Academic Technology Support Student Assistant Position

JOB DESCRIPTION:

Under the supervision of the Director of Academic Technology & Instructional Design, the individual hired in this position will be asked to assist in technology-related projects and provides general support for Jenzabar, the (LMS) system used at RCC. Duties include:

- Testing Jenzabar features and other technology tools
- Update and edit web pages on MyRCC.
- Video creation and video editing
- Assisting and mentoring other students in Jenzabar-related questions and other technologies
- Interact with users through phone, web conference, and email, addressing their questions and concerns
- Assisting students and instructors with technology needs
- Creating and reviewing training materials or knowledge base articles for accuracy/readability
- Other duties as assigned

JOB REQUIREMENTS:

- Computers/Software, Video Editing, Audio/Visual technology, Microsoft Office
- Must be currently enrolled in a degree or certificate program and in good standing at RCC
- Good technology Skills
- Must have the ability to work effectively with people from diverse ethnic, cultural, and socio-economic backgrounds
- Must possess good oral and written communication skills.
- Must be able to work effectively with students, staff and faculty

PREFERRED SKILLS AND MAJOR(s):

- Previous experience with Microsoft Window systems Mac OSX systems
- Experience with Microsoft office Suite
- Experience using Video Editing software and Adobe Creative Suite
- Experience working in an Office Setting

- Computer Science, Information Technology and Design Majors
- Video Editing Skills
- HTML, CSS

NUMBER OF POSITIONS TO BE FILLED –

2

CONTACT INFORMATION:

Jouliana Bosneva

jbosneva@rcc.mass.edu

elearning@rcc.mass.edu

CAMPUS LOCATION:

RCC campus, building 3

Roxbury Community College Office of Financial Aid 1234 Columbus Ave, Roxbury Crossing, MA 02120
Academic Building, Room 328 Tel: 857.701.1223 Fax: 855.647.9618
Email: hsavage1@rcc.mass.edu